



**POSITION ANNOUNCEMENT: EXECUTIVE DIRECTOR  
AMERICAN CIVIL LIBERTIES UNION OF WEST VIRGINIA**

The American Civil Liberties Union of West Virginia (ACLU-WV), a statewide non-profit organization with over 1000 members, is seeking an Executive Director to direct the diverse and challenging activities of the organization. The ACLU-WV faces the new challenge of growing and protecting civil liberties in an era of increasing threats. The affiliate is widely recognized as one of West Virginia's leading advocates for civil liberties and civil rights and it works closely with other state organizations that, among other things, protect women's reproductive freedom and promote LGBTQ rights.

ACLU-WV has earned major victories in passing statewide legislation. Our major victories include: reforming the state's juvenile justice system so that children are not sent to court for minor offenses like truancy; passing privacy rights protections for the digital and social media age; and requiring law enforcement to collect data on traffic stops to document racial profiling. This is in addition to our countless behind-the-scenes efforts defeating legislation aimed at curtailing civil liberties, or amending these bills to make them as palatable as possible. In addition, in court the ACLU-WV has challenged abuses by law enforcement officials, fought sex-based stereotyping in our schools, and represented same-sex couples seeking to fulfill their legal rights. Juvenile justice, women's rights, racial justice, and LGBTQ equality are on the forefront for the ACLU-WV.

Our modern central office is located in the heart of "Wild, Wonderful West Virginia" in downtown Charleston, the state's capital city. Charleston offers a pleasant and cosmopolitan lifestyle in a smaller, affordable metropolitan area with active civic organizations, exciting arts and performance venues, institutions of higher education, and excellent medical facilities. West Virginia's beautiful state parks, abundant wildlife, trails for hiking and biking, and streams and rivers for fishing, canoeing, kayaking and rafting are all within easy reach.

The ACLU-WV is composed of both a 501(c)(4) (the "Union") and a 501(c)(3) (the "Foundation"). The separate non-profit entities share the same overall mission, office space, and employees. Both are governed by boards of directors. The operating budgets of the ACLU-WV and the ACLU-WV Foundation, if totaled, approach \$500,000. The ACLU-WV Foundation has a modest endowment, which can be used to expand the programs of that entity. The Executive Director supervises a full-time staff and summer interns.

Additional information on the ACLU-WV can be found at [www.acluww.org](http://www.acluww.org) and on our Facebook and Twitter pages. Information about West Virginia can be found at [www.westvirginia.com](http://www.westvirginia.com) and [www.wv.gov](http://www.wv.gov), and information about Charleston at [www.charlestonwv.com](http://www.charlestonwv.com) and [www.cityofcharleston.org](http://www.cityofcharleston.org).

The ACLU is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

### **GENERAL RESPONSIBILITIES**

The Executive Director is the chief executive officer of the ACLU-WV, with primary responsibility for managing the day-to-day activities and operations of the organization, leading the fundraising effort, directing and coordinating the work of a professional staff, and serving as the primary spokesperson.

The Executive Director reports to the Boards of Directors of the two corporate entities of the ACLU-WV, and ensures that the organization is fiscally sound and that its internal and external communications, fund development, and programs are meeting the current and emergent needs and interests of its constituents.

The Executive Director will have a working knowledge of civil liberties issues and policies and be a leader and manager who is adept at balancing internal management with external impact and visibility. The individual must be an outstanding communicator who is able to convey effectively the mission and activities of the ACLU to a variety of constituencies, as well as to the broader public.

### **KEY RESPONSIBILITIES**

- Supports effective board operations by engaging the board in meaningful participation to further the organization's goals, including policy formation, goal setting, and providing direction and leadership for the organization's philosophy and missions.
- Directs the legal, legislative, public education and development activities of the organization.
- With the development committee, oversees fundraising planning and implementation, identifies and solicits significant donors, oversees the work of development staff and volunteers, plans special fundraising events, and works to secure grants and other additional resources.
- Recommends an annual budget for board approval and, in concert with the treasurer and finance committee, prudently manages the financial resources within budget guidelines and in accordance with accepted nonprofit accounting standards and practices.

- Manages the human resources of the ACLU-WV according to authorized personnel policies and procedures that fully conform to current laws and regulations, including hiring, supervising, evaluating, and when necessary, terminating paid staff. Maintains strong internal communication and coordination, foster a collegial and supportive working environment, and serve as liaison between the boards and the staff.
- Uses technology to facilitate organizational management and operations.
- Serves as an articulate and effective spokesperson for the ACLU-WV with the members, public and the media.
- Lobbies the Legislature and other bodies on civil liberties issues; directs the overall lobbying efforts of the ACLU-WV.
- Supports ACLU-WV chapter activities and grass-roots action.
- Directs public education efforts that increase public awareness of civil liberties issues; reaches out to members with effective use of our website, newsletters and public events that promote organizational goals.
- When possible, creates alliances with like-minded organizations and activists to work on shared issues to advance the cause of civil liberties in West Virginia.
- Works with the Board of Directors of the ACLU-WV to identify and help recruit new members who will strengthen and provide diversity on the Boards.
- Develops and maintains strategic plans for affiliate growth and advancements.
- Serves as the primary liaison between the affiliate and the national ACLU.

## **QUALIFICATIONS**

### **Experience**

- A Bachelor's degree is required; a graduate degree in law, public policy or public administration is preferred.
- A minimum of five years of progressive direct management experience, preferably in the non-profit sector.

### **Applicants should also demonstrate:**

- Relevant experience to develop the resources of the ACLU-WV; a successful track record of raising money from a variety of sources.
- Experience cultivating major donors.
- A record of success in working in partnership with a board and staff of diverse personalities, and in building strategic alliances and partnerships with other organizations.
- Strong leadership skills to effectively operate a complex non-profit organization with two active boards of directors.
- Management skills in budgeting, recruiting and supervising staff, delegating tasks, and maintaining an effective working environment.
- Written and oral communication skills to effectively represent the organization to the media, the public and government organizations.

**Personal Characteristics**

- A personal commitment to the philosophy, values, mission, goals and the programs of the ACLU-WV.
- An understanding of the legal and constitutional principles and issues underlying the mission of the ACLU.
- A dedicated and inspiring leader who is resourceful, politically astute and effective in networking; who can act on events quickly, and who can represent the organization to critical constituencies.
- An energetic person who can prioritize and handle multiple activities and responsibilities.
- A team player who functions collaboratively and decisively, and is well organized yet flexible.
- Outgoing and straightforward, shares information easily and listens effectively.
- The willingness to travel, including evenings and weekends.

**COMPENSATION**

Salary dependent upon experience and qualifications. Benefits include health insurance, pension, life insurance, long-term disability, and paid parking.

**APPLICATIONS**

Interested individuals should send a resume, a writing sample and the names and addresses of at least three references familiar with work experience to [mail@acluwv.org](mailto:mail@acluwv.org), subject line: "E.D. Search Committee ACLU-WV."

While electronic mail is preferred, applications may also be sent to:

E.D. Search Committee ACLU-WV  
P.O. Box 3952, Charleston, WV 25339-3952

Review of applications will begin soon after posting, and will continue until the position is filled. Qualified individuals are encouraged to submit applications early to ensure consideration.